

SECRET

Chief, Management Staff

1 February 1960

Office of Communications, Area Records Officer

Records Disposition

25X1 The Director of Communications was present at the Senior Staff Meeting of 2 November 1959, at which time [] presented the Records Disposition Program and asked for a report from each component on the effectiveness of the three (3) guide lines which he outlined.

25X1 [] discussed this program with the Office of Communications Records Officer. The extent to which application of these guide lines have been accomplished are listed below:

1. All records in the Office of Communications have been completely reviewed within the past four months. Transitory records, duplicate copies where no record purpose is served, cover sheets which do not contain record information, and reference material which is no longer required; have been removed from the files and disposed of.
2. Aside from records where retention periods have been established by statute or special requirements, the retention period for records at the Records Center have been reviewed and in each case a realistic date established.
3. Use of the categories "Hold Indefinitely" and "Indefinite Retention" have been deleted from all Office of Communications Record Schedules. Records which must be kept for long periods of time have a review date of every five years. This permits records to be destroyed at any time that the Office of Communications determines they have no further value.

25X1 This report is being submitted by the Office of Communications Area Records Officer due to the absence of [] A copy is being forwarded to his office for review upon his return.

Distribution:
Original and 1-Addressee

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[]

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*BEST COPY
Available*

6/17/98

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PERMANENT RECORDS
OFFICE OF COMMUNICATIONS

EXECUTIVE OFFICE

- 1.a. Documentary material reflecting policy, decisions, plans, programs, organization, and accomplishments of the Office of Communications.
- 2.c. Special reports, surveys and documents pertaining to historical events of permanent significance to the Office of Communications.
- 3.c. Special and Honor Awards: These files contain background material, letters of recommendation, recommendation for honor or merit award, proposed citations, and documentation.

RECORDS MANAGEMENT STAFF

- 2.a. Monthly, Special, Statistical, Recapitulation Reports and Documents pertaining to historical events of permanent significance to OC-RMS
- 9.a. OC Regulatory Issuances: These files are maintained in a chronological numeric system and contain one of each OC Regulatory Issuance, as the OC official record copy.
- 10.b. LOCATOR CARDS: Disposition record of each TOP SECRET Document
- 10.c. (3) Document Control Tickets: These files consist of originals of Document Control tickets (Form 238) and are maintained in a numeric
- 10.d. system. (1951 - present)
- 10.d. TOP SECRET Cover Sheets: These files contain cover sheets for TOP SECRET Documents and are maintained in a numeric system. (1947 - present)

SECURITY STAFF

- 2.a. Monthly Reports, Special Reports, and Documents pertaining to policy, liaison, problems, action, and other data pertinent to the methods, standards, and protection of the Agency World-Wide Staff and Clandestine Communications Systems and Equipment, and documents pertaining to historical events of permanent significance to OC-Security Staff.
- 3.a. United States Intelligence Board (USIB).
- b. United States Communications Security Board (USCSB).

ENGINEERING STAFF

- 1.a. Staff Monthly Reports

SIGNAL CENTERS

- 1.a. Monthly Reports
 - (1) Staff

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OPERATIONS SUPPORT STAFF

3.a. Monthly Reports - Staff

9. e. OC Training School History Files: These files are maintained under a numeric system by subject and consist of correspondence, pictures, maps, and other documents pertaining to the history of the OC Training School, facilities, personnel and equipment.

SPECIAL PROGRAMS STAFF, COMINT OPERATIONS

1. SUBJECT FILES

These files are maintained under a numeric system and consist of Intra-Agency, Inter-Agency, and OC correspondence relating to the overall operational support/responsibilities of the Branch. These are considered to be historical documents and should be retained permanently.

2. REPORTS

a. Special Activities: Information summaries, trip reports, and survey reports. These are considered to be historical documents and should be retained permanently. (1954 to present)

b. Semi-Annual Operational: Reports on operational projects and administration of field activities. These are considered to be historical documents and should be retained permanently. (1963 to present)

3. REQUIREMENTS These files are maintained under a numeric system and consist of special support requirements for significant events, crisis, and other special activities. These are considered to be historical documents and should be retained permanently. (1960 - to present)

4. ACTIVITIES SUPPORT FILES These files are maintained under a numeric system and ordinarily consist of correspondence and memoranda relating to the overall administration, support responsibilities, and the operational requirements levied on OC. These are considered to be historical documents and should be retained permanently. (1962 to present)

TELECOMMUNICATIONS STAFF

- 3.a. Monthly Reports:
(1) Staff

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- 1.a. Area Monthly Reports of Communications Activities: These reports contain information as to policy, liaison, problems, actions, and other data pertinent to the operation of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1955 - present)

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AMERICAS DIVISION (continued)

2, AREA POLICY.

These files are maintained under a numeric system and consist of cables, dispatches, and correspondence reflecting major policy, scope of area activities, and the establishment [redacted] (1946 to present).

1.a. Area Monthly Reports of Communications Activities: These reports are received from all major OC Areas, stations, and other facilities. These reports contain information as to policy, liaison, problems, actions, and other data pertinent to the operation of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1963-1964)

1.b. Division Monthly Reports of Communications Activities: These reports contain information as to policy, liaison, problems, actions, and other data pertinent to the operations of the Agency world-wide communications system. These are considered to be historical documents and should be retained permanently. (1963-1964)

2. AREA POLICY: These files are maintained under a numeric system and consist of cables, dispatches, and other correspondence reflecting major policy and scope of OC Area Activities and the

7c.

7.1. Unconventional Broadcast: Cables, dispatches, and other correspondence on unconventional broadcast, and the assignment of responsibility for unconventional broadcasts. Historical Documents.

1.a. See same as 1.a. of [redacted]

1.b. See same as 1.b. of [redacted]

2. AREA POLICY. See Same as 2. of [redacted] (except 1963-1964)

1. a. See same as 1.a. of [redacted] except 1963 - present)

1.b. See same as 1.b. of [redacted] except 1963 - present)

2. AREA POLICY. See same as 2. of [redacted] except 1958-present)

4.a. See same as 1.a. of [redacted] (except 1958-present)

1.b. See same as 1.b. of [redacted] (except 1958-present)

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OC SCHEDULE

5064/04 Security

Questions and Answers

Question

2,h,1 Are copies of these reports retained elsewhere?

Answer

No. Original is sent to the D/CO and then returned to the Originator for file.

Question

3,a & b Are these the official files of the Board.

Answer

Yes, The D/CO is the CIA member.

Question

4,c When will these cards be destroyed? What does "Archive" mean here?

Answer

Changed. Destroy after 50 years.

Question

5,d What is "keying material"?

Answer

Keying material ~~are~~ those materials which when combined with plain text in a systematic procedure allow you to derive cipher text, and the keying material is of no further value after the systems are developed.

Question

5,e Is this info available elsewhere?

Answer

No. It is used as background material for cryptographic specification standards and becomes obsolete rapidly, as equipment is modified or changed.

Question

7,c Does OC prepare any of these manuals? If they do are record copies retained?



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Answer

Yes. Record copies will be retained by OC-E and OC-SP. The majority of these manuals are products of NSA.

Question

9,c Does "archive" mean transfer to Records Center?

Answer

Yes. Changed.

Question

10 Shouldn't this read "as governed by the disposition instructions for the files to which they relate."

Answer

No, should read as is. This istaotool used in OC for better management of Top Secret documents. These documents are reviewed on a yearly basis for downgrading, destruction, retention, or archiving.

Question

5,a Is this information available elsewhere?

Answer

Yes, available in OD Divisions Project files.

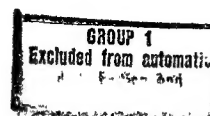
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RECORDS HOLDINGS FOR WHICH
THE OFFICE OF COMMUNICATIONS IS BEING
OFFICE OF RECORD

SCHEDULE NUMBERITEMS

- | | | |
|-----|---------------------------------------|---|
| 1. | 50-64/4, Security Staff | All, except: 11. (1);
12, b., and c. |
| 2. | 50-64/09, Records Management Staff | All, except: 5; 6, c;
and 9, b., and c. |
| 3. | 50-64/10-01, [REDACTED]
[REDACTED] | All, except: 9. |
| 4. | 50-64/11, [REDACTED] | All, except: 9, a. |
| 5. | 50-64/12, [REDACTED] | All, except: 9, a. |
| 6. | [REDACTED] | All, except: 9, a. |
| 7. | 50-64/14, [REDACTED] | All, except: 9, a. |
| 8. | 50-65/03, Administration Staff | All, except: 4, b. (4);
5, f; 7, b., and c. |
| 9. | 50-65/05, Telecommunications Staff | All, except: 11. |
| 10. | 50-65/06, Engineering Staff | All, except: 8, b., and
c; 14, b. (15), (c), (d),
(e), and (i). |
| 11. | 50-65/15, Operations Support Staff | All, except: 11, a, b,
and d. |
| 12. | 50-65/10, [REDACTED] | All, except: 12, and 14. |
| 13. | 50-66, Director of Communications | All |
| 14. | 50-66/01, Program Coordination Staff | All, except: 6. |
| 15. | 50-66/02, Special Programs Staff | All, except: 15, b.;
16. |

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SCHEDULE NUMBER

ITEMS

16. 50-66/07, Signal Centers

All, except: 9, a., b.,
d., and f.

17. 50.02-60, [REDACTED]

All, except: 3., a.

18. Office of Communications Field
Records Control Schedule

All, except: 13.

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